

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

~~CONFIDENTIAL~~

17 January 1951

MEMORANDUM FOR: Director of Central Intelligence  
Deputy Director  
Deputy Director (Plans)  
All Assistant Directors  
Asst. Deputy Director (Admin)-I&S  
Asst. Deputy Director (Admin)-Mr [redacted]  
Asst. Deputy Director (Admin)-Mr [redacted]  
General Counsel  
Chiefs of Administrative Offices

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SUBJECT: Hotel Reservation Service

1. Arrangements have been made with certain hotels in Washington for reservations for individuals who are in Washington in connection with official business for this Agency.

2. Hotel reservations may be obtained by calling the Transportation Branch [redacted]

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3. It is requested that the Assistant Directors or their Deputies approve each use of this service by their personnel so that space will be used for visitors on official business only.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/

MURRAY McCONNEL  
Deputy Director  
(Administration)

Copies to:

[redacted]

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By:	[signature]